

GENERAL SERVICES ADMINISTRATION
Approved For Release 2001/08/09 : CIA-RDP78-05538A000100070031-0
REPORT OF ELECTRICAL TYPEWRITERS
IN USE

DEPARTMENT OR AGENCY

Central Intelligence Agency
BUREAU, OFFICE OR SERVICE

DDA/Comptroller

ORGANIZATIONAL UNIT (Name and location of unit having physical custody of machine)

Fiscal Division
Accounts Branch

APPROPRIATION TITLE

See reverse for instructions

LOCATED (Check one) ☒ IN UNITED STATES
☐ OUTSIDE UNITED STATES
(Check one) ☐ RENTED
☒ GOVERNMENT-OWNED
(Check one) ☐ USED IN POOL
☒ USED OUTSIDE POOL

TYPE OF MACHINE
IBM Electrical Typewriter

MAKE (Name of manufacturer)

IBM

CARRIAGE LENGTH
(Platen 23" in inches) 15 1/2 11 1/2 Ser.No
NUMBER OF MACHINES INCLUDED IN THIS REPORT One

AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR (If report covers machines in a pool, enter total hours used per day for all machines)

COST (If report pertains to Government-owned machines)

\$ 600.00

ANNUAL RENTAL (If report pertains to rental machines)

\$

TYPE OF WORK
(Enter time used for each of the following types)

AVERAGE NUMBER OF HOURS USED PER WORK DAY DURING PAST YEAR

A. CONTINUOUS FORMS OR INVOICE PREPARATION

2 hours

B. STENCIL OR REPRODUCTION WORK

C. MULTIPLE COPIES (10 OR MORE)

D. STATISTICAL OR TABULAR

6 hours

E. COPY OVER 15" IN WIDTH

F. CORRESPONDENCE

G. OTHER (Specify)

H.

I.

J.

K.

L.

REMARKS

TITLE

DATE PREPARED

Chief, Fiscal Division

8 Oct 1953

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